

PLEASE TYPE OR PRINT CLEARLY

ATTACH ADDITIONAL SHEETS AS NECESSARY

ARTIST

ACCESSION NO \_\_\_\_\_

TITLE OF WORK

**MATERIALS (Include source or manufacturer, brand names, fiber content, paper type, life expectancy of material according to manufacturer, etc.)**

A. Medium (brand names, techniques and surface – include type of plates, stones, screen, inks, etc. used):

B. Support (include type of paper, brand names, etc.)

C. Number of runs and colors:

D. Size of edition:

Artist's proofs	to	Studio Proofs	to		
Cancellation proof	Yes	No	Retouch Proof	Yes	No

**PRINTING**A. Printer:Publisher and City:

Name:

Name:

Address:

Address:

Edition printed at:

Date:

B. Have the plates, stones or screens and all other prints been destroyed or effaced? Yes No

C. Are there other facsimiles of this work? Yes No

D. Describe any other special techniques used in the production of this work:

E. If work is comprised of more than one piece requiring special assembly, supply documentation on how to install correctly (provide photograph or sketch):

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**ENVIRONMENTAL FACTORS**

A. Describe existing environmental factors that may affect the condition of the artwork and any precautionary measures that should be taken for placement of the work (e.g. direct sunlight, extremes of temperature, humidity, vibrations, air pollutants; human interaction –touching, vandalism, etc.):

B. Packing/shipping instructions (include diagram if necessary)

**DESIRED APPEARANCE**

A. Describe in specific terms, the frame/presentation qualities for which the site should strive in order to maintain the artist's intent (e.g., floated or matted – indicate matt size preferred; matt board color preferences):

B. What may be acceptable alteration in form, texture, surface and coloration as related to natural aging of materials?

**MAINTENANCE/CONSERVATION INSTRUCTIONS**

Provide detailed instructions about the methods and frequency of maintenance for the artwork (with observations regarding permanency/durability of materials and techniques):

A. Routine maintenance (e.g. removal of dust, dirt; maintenance of protective surfaces; tightening, adjusting, oiling; etc.):

B. Cyclical maintenance (less frequent and more extensive preventative measures)